



RESUME

S.SUBRAMANIAN

A-32, Nandhavanam Phase III

Gokul Nagar Road

HOSUR – 635 109.

Mobile: 98868-70603

E-mail : ssmiyear@gmail.com

PROFILE

**Successful, enthusiastic personality having Experience in
Accounts/Admin.,/Stores**

EDUCATION

**B. Sc (Maths) - St. Joseph College, Trichy
(M.B.A) – Finance Management**

OPERATING SYSTEMS

MS – Office, TALLY

Key Skills :

- Ability to maintain excellent inter – personal relations at all levels
- Flexible, determined and imaginative by nature
- Maintains accuracy under pressure
- Self – motivated and maintains high standard at work
- Keeping Punctuality

WORK EXPERIENCE

**Name of the Employer : M/s. Prism Surface Coatings Pvt Ltd.,
Period : 24.04.2006 to till Date
Position : Accounts Executive**

**Name of the Employer : M/s. Snigdha Marketing & Services Pvt Ltd
Period : Sep'2001 to April'2006
Position : Accountant**

**Name of the Employer : M/s. EUREKA FORBES LTD,
Period : Sep'2000 to June'01
Position : Jr.Accountant**

**Name of the Employer : M/s. SAM TURBO INDUSTRY LTD.,
Period : Dec'95 to Aug'2000
Position : Branch Accountant**

FUNCTIONAL RESPONSIBILITIES:

Responsible for All Aspects of Accounting

Handling the Accounts independently up to finalization, which involving maintaining Books of Accounts, Preparation Financial Statements and Tally Entry.

Preparation & Submitting of Monthly MIS reports, Sales and Purchases abstracts, Cash Flow, Funds Flow, Debtors and Creditors analysis, Profit & Loss Account, Balance Sheet.

Maintenance of Debtors & Creditors Outstanding, Debit Notes and Credit Notes and aging of the same.

Preparation of Monthly Bank Reconciliation Statements.

Calculation of Monthly Payroll & ESI, Provident Fund, Professional Tax returns and records.

Preparation of Monthly & Annual Returns for Sales Tax, Excise duty and appearing for Assessment.

Calculation of TDS computation, TDS E- Filling, central Tax, Excise, Customs Duty, Service Tax computation, service tax filling.

Vat Calculation, Vat Input, Out Put computation, Vat Monthly return, Annual return, Vat E- Filling.

Knowledge on GST implementation, records maintenance as per GST rules and regulations knowledge on submission of GST returns, GST E payment

Online payment of Excise Duty, Sales Tax, TDS, PF, PT, ESI and other statutory payments.

Coordinating with Auditor for yearly finalization of accounts and preparation of P &L, Balance Sheets and other reports.

Preparation of financial statements and computation.

PERSONAL DETAILS :

DATE OF BIRTH : 28 – 05 – 1970

SEX : MALE